Appointment

From: Gillespie, Taylor [Gillespie.Taylor@epa.gov]
Sent: 5/7/2020 1:25:59 PM
To: Kelley, Jeff [kelley.jeff@epa.gov]; Rowan, Anne [rowan.anne@epa.gov]; Arcaute, Francisco [Arcaute.Francisco@epa.gov]; Lippert, Allison [lippert.allison@epa.gov]; Singer, Joshua [Singer.Joshua@epa.gov]; Ostermeier, Jennifer [Ostermeier.Jennifer@epa.gov]; Reshkin, Karen [Reshkin.Karen@epa.gov]; Dee, Rhiannon [dee.Rhiannon@epa.gov]; Deamer, Eileen [deamer.eileen@epa.gov]; Beckmann, Ronna Erin [beckmann.ronna@epa.gov]; Fortin, Denise [Fortin.Denise@epa.gov]; Girard, Alexander [girard.alexander@epa.gov]

Subject: Brownfields After Action Review
Location: Microsoft Teams Meeting

Start: 5/13/2020 7:30:00 PM
End: 5/13/2020 8:15:00 PM
Show Time As: Tentative

Required Attendees: Kelley, Jeff; Rowan, Anne; Arcaute, Francisco; Lippert, Allison; Singer, Joshua; Ostermeier, Jennifer; Reshkin, Karen; Dee, Rhiannon; Deamer, Eileen; Beckmann, Ronna Erin; Fortin, Denise; Girard, Alexander

Brownfields Announcement Team,

I hope everyone is feeling good about what we accomplished during the Brownfields rollout and the continued efforts over the coming days. I want to go ahead and get this time blocked off on everyones calendar. I think this might be one of the most important meetings we have for the entire rollout. Everyone is going to be asked and expected to provide feedback. ECO will have a 45 minute meeting and then we will have a 15 minute meeting with the Brownfields program afterwards. Please reach out if you have any questions. I will have a template for us to use for this discussion next Wednesday.

Tips for a Successful After Action Review
- Focus on what you can control
- Hear the positive feedback and don't just focus in on the improvements portion of the discussion
- No excuses (this is the hardest one)

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